



City of Albuquerque

P.O. BOX 1293 ALBUQUERQUE, NEW MEXICO 87103

February 6, 1996

ADMINISTRATIVE INSTRUCTION NO. 7-2 (Revised)

SUBJECT: Injury Time; Health Care Provider Selection; Person Designated for Receipt of Notice of Change of Initial Health Care Provider

Risk Management is responsible for administering the City's workers' compensation program and for controlling injury time, and therefore has established pertinent rules and regulations. This instruction further clarifies those procedures:

- Employees are to report all on-the-job injuries to their supervisor as soon as possible after the occurrence. The supervisor shall report all serious injuries and fatalities to Risk Management by telephone as soon as possible but no later than the following workday.
- Department heads are to ensure that a "City of Albuquerque Supervisor's Injury Investigation Report - Workers' Compensation" is completed immediately after the injury and submitted to Risk Management within two workdays.
- For any injury time charged on the time sheets, a leave of absence form (P-30) approved by Risk Management must be submitted to the City Payroll Office with the time sheets. Payroll will not release an employee's injury time check unless a P-30 covering the injury time has been received by them.
- When a City employee is injured in the course of and arising out of his/her employment, the City shall provide the worker with reasonable and necessary health care services. The City shall initially select the health care provider for the injured worker. The City will not permit the injured worker to make the initial health care provider selection.
- Pursuant to statute, should a worker intend to change from the initial health care provider, the worker shall provide a written notice to the City of Albuquerque of his or her intent to change health care provider. Such notice shall be submitted directly to Risk Management where the notice shall be signed and dated, and a copy retained.
- The City provides health care services by/through the City Employee Health Center, and after an injury, City workers shall abide by the following instructions.

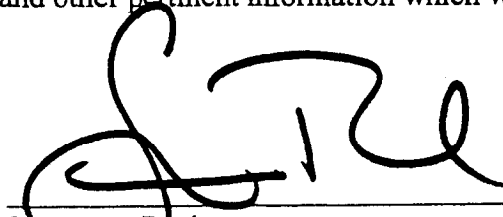
1. If requiring treatment between 7:00 a.m. and 5:00 p.m., Mondays through Fridays, except holidays:

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- a. Report to the City Employee Health Center, Room B06 (basement) City Hall 400 Marquette, NW; or
 - b. If EMERGENCY MEDICAL TREATMENT is required, report to the nearest Presbyterian Hospital Emergency Department. For all serious emergencies, DIAL 911 and request aid/assistance. Only injuries requiring immediate medical treatment such as profuse bleeding, broken bones, unconsciousness, shock, etc., shall warrant EMERGENCY MEDICAL TREATMENT.
2. If injured at other times:
 - a. Report to the nearest Presbyterian Hospital Emergency Department.
 3. If treated at a Presbyterian Hospital Emergency Department, report to the City Employee Health Center the following workday.

Departments are to ensure that complete records and files are maintained, including Supervisor's Injury Investigation reports, leave of absence forms and other pertinent information which will be subject to periodic review and audit.



Lawrence Rael
Chief Administrative Officer